

## Rental Facilities and Venues Application

Please keep in mind that this form is only an application, no facility or date is guaranteed until confirmation is received.

Proposed Date: \_\_\_\_\_ Room/Center: \_\_\_\_\_ Proposed Rental time: \_\_\_\_\_ to \_\_\_\_\_  
Event Title: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_ Additional point of contact: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Function Time: \_\_\_\_\_ to \_\_\_\_\_ Clean-up Time: \_\_\_\_\_ to \_\_\_\_\_ Expected number of guests: \_\_\_\_\_

Rental Fee: \_\_\_\_\_  
Damage Deposit: \_\_\_\_\_ (Refundable - 10 to 14 working days after function)  
Additional Fees: \_\_\_\_\_  
Total Due: \_\_\_\_\_ Total paid today: \$ \_\_\_\_\_

Is alcohol to be served: \_\_\_\_\_ Deputy Required? \_\_\_\_\_ Scheduled: \_\_\_\_\_ to \_\_\_\_\_

Is a Special Event Permit required? \_\_\_\_\_ Date to apply: \_\_\_\_\_

*Renter has inspected the premises and accepts the use of the premises as is. Renter agrees to indemnify and hold harmless Columbia County and the Rental Facilities and Venues Department from any claims of any kind, including but not limited to; attorneys fees arising from the use or occupation of the premises by renter, renters guests, invitee, agents, employees, or any independent contractors working for the benefit of renter. Renter further agrees to comply with all applicable ordinances and laws.*

*The renter shall find the premises to be clean and in safe condition and hereby agrees to leave said premises and surrounding areas adjacent to the facilities in a clean and safe condition. Failure by the renter to adhere to this provision, will subject renter to forfeiture of damage deposit. The renter also agrees to abide by all rules and regulations that are attached and made a part of this contract. The renter is responsible for damage or breakage to any portion of the Rental Facilities and Venues and its property.*

*The rental procedures, rental facts, caterers rules, florist rules, house rules and cancellation policy, which are enclosed hereto, are incorporated into this contract and by signing this contract renter is agreeing to all stipulations. In the event that the lessor shall learn that renter intends to violate said rules, it reserves the right to cancel this contract and return all rent to the renter without further liability.*

**\*\* Final payment must be made 60 days prior to the event date. A 10% surcharge will be imposed after 60 days.**

**\*\* Patrons must be at least 21 years of age to sign rental contract.**

**\*\* No function will take place without adult supervision.**

**\*\* Person who signs this contract must be present for function unless approved by RF&V Staff.**

**\*\* All changes to original contract must be in writing and from the renter only.**

### Please initial the following:

\_\_\_\_ I have read and understand Decorating Rules.  
\_\_\_\_ I have read and understand Cancellation Policy.  
\_\_\_\_ I have read and understand The Alcohol Policy.

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of RF&V Representative: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Please send my confirmation to the address above or ☐ email at: \_\_\_\_\_

RF&V retains the right to stop any event if excessive noise or disruptive behavior continues.



Please mail signed rental contract to: 3300 Evans to Locks Rd., Martinez,

Signed contract may also be faxed to: (706) 868-3435

Make checks payable to: Savannah Rapids Pavilion

Visa and MasterCard Accepted

